

Terms of Reference

IMPACT DFID TPM CONSORTIUM ASSESSMENT MANAGER IN NIGERIA

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| Supervisor: | IMPACT Country Focal Point |
| Title: | IMPACT Consortium Assessment Manager |
| Location: | Maiduguri, Nigeria – with travels across Borno, Yobe and Adamawa States |

COUNTRY PROFILE

Since May 2013, the Boko Haram insurgency in Northern Nigeria has destroyed infrastructure, provoked dramatic livelihoods erosion and triggered the displacement of over 2 million people, out of which 1.4 million people are in Borno State. The humanitarian situation of internally displaced persons (IDPs) is critical. Following years of conflict, the majority of the state's rural areas are empty. Much of the population has fled to the relative safety of Maiduguri, capital of Borno State, or other Local Government Area (LGA) capitals. In the IDP camps of Maiduguri and other enclaved LGA capitals, large portions of the population are extremely vulnerable and in need of immediate humanitarian support. While some areas have recently experienced returns in proximity of main roads, the population from many LGAs is likely to remain displaced for the medium term, lacking security, shelter and livelihoods in their villages of origin. When returns are made possible, it will be essential to support returnees in rebuilding their homes, which are in many cases completely destroyed, and resuming their productive lives and livelihoods.

Since April 2017, IMPACT's REACH Initiative has been deployed to Nigeria to help meeting the information needs of humanitarian actors operating in the State and build a better understanding of the needs of conflict affected populations. Supported by EU humanitarian aid and in coordination with different humanitarian actors, REACH is carrying out the following activities:

- Assessing IDPs' movement intentions: IMPACT's REACH Initiative is assessing IDP intentions to return to their area of origin, move to a new location, or settle permanently in their current location in Borno State, while also looking into factors that are likely to influence IDPs' decision to move, such as their current living conditions, separation from family members and access to information on their preferred future location. The assessment will help anticipate internal displacement flows and understand IDPs' current needs, vulnerabilities, coping mechanisms, as well as future challenges.
- Camp infrastructure mapping: IMPACT's REACH Initiative is collecting information on formal IDP camps in Borno State to support site planning and the effective distribution of humanitarian assistance.
- Rapid assessments of informal IDP camps: IMPACT's REACH Initiative is profiling informal IDP camps in Maiduguri, Borno State, in order to better understand displacement dynamics of these IDP populations, while in parallel identifying common community services used by IDPs and barriers in accessing critical services.

- Cash Working Group support: IMPACT's REACH Initiative has conducted research to support the implementation of cash programming across Borno State in close coordination with the CWG

FUNCTIONS

Under the functional supervision of the IMPACT Country Focal Point in Nigeria and of IMPACT's HQ in Geneva, the IMPACT Consortium Assessment Manager is responsible for the management of all research for the 3-year DfID TPM Consortium led by IMPACT in north east Nigeria, including implementation, resource mobilization and management, partnership framework, dissemination and evaluation. He/she directly supervises all IMPACT Assessment staff and coordinates the activities of all partner staff and plays a key role in the development and implementation of the Consortium's TPM strategy in Northeast Nigeria.

Responsibilities

In close coordination with the DFID TPM Consortium Steering Committee and under the direct line management of the IMPACT CFP, the Consortium Assessment Manager is responsible for (1) the overall management of Consortium TPM research cycles, (2) chairs the Consortium Technical Advisory Unit, and plays a key role in (3) external relations

1. Management of all Research Cycles

1.1 Assessment Preparation and Planning:

- Ensuring that all of the consortium's monitoring activities are planned in line with relevant project and program objectives and with IMPACT's research cycle and other relevant guidelines;
- Ensure that monitoring activity ToRs are understood and used by assessment staff and stakeholders, and updated as required; Compose and construct, in close coordination with Consortium Technical Advisory Unit, qualitative and quantitative data collection tools; ensure engagement of GIS team on GIS requirements of research cycle/ monitoring activities;
- Keep track of progress and delays of all assigned assessment throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning.

1.2 Data collection and management

- Ensure that required enumerators are identified and trained for primary data collection;
- Monitor data collection, ensuring its correct implementation in line with agreed TORs;
- Ensure that the Consortium Steering Committee, IMPACT Country Focal Point and IMPACT HQ are alerted to any issues that prevents full implementation of the methodology in line with the agreed TORs; ensure that all changes to the methodology are documented throughout implementation;
- Ensure logistics, financial, administration, security (for IMPACT staff only) and HR processes directly related to data collection activities have been appropriately implemented and coordinated with the relevant ACTED departments;
- Ensure regular situation updates on data collection have been produced and circulated to the Consortium Steering Committee, IMPACT, ACTED and external counterparts. Provide support and follow up on identified challenges during the data collection process.

1.3 Product drafting

- Ensure the drafting of timely and accurate assessment outputs (i.e. reports, factsheets, etc.), which comply with IMPACT's guidelines and quality standards;
- Review all products before they are sent to IMPACT HQ for validation.

1.4 Product dissemination and evaluation

- Under the direction of the IMPACT Country Focal Point and in close coordination with the Consortium Steering Committee, engage in the dissemination of monitoring products, targeted e-mails, presentations, meetings, etc, with DfID and their partners as appropriate, and in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;
- Ensure that lessons learned are gathered and documented throughout the life of the research cycle

2. Chair Consortium Technical Advisory Unit

- The Assessment Manager will chair all meetings of the Consortium Technical Advisory Unit, which will support the definition of monitoring approaches and outputs, delivery of results, and troubleshooting of monitoring tools and processes
- As a function of the chair, s/he will ensure communication of all meeting decisions, deliberations, outputs, next-steps, etc.. to the Consortium Steering Committee and relevant IMPACT leadership

3. External relations

- In coordination with the Consortium Steering Committee, ensure that relevant partners are consulted and involved at all stages of research cycle: the preparation of the assessment; data collection; data analysis; review of research products; product dissemination; and lessons learnt; ensure that partner engagement is documented;
- In coordination with the Consortium Steering Committee, present research findings to DfID and partners to enhance their use and impact;
- Ensure that external communications with partners and key stakeholders, including DfID and its partners, is conducted and documented as appropriate;

4. Others

- Support the IMPACT Country Focal Point and ACTED support team in drafting of relevant project narrative and financial reports;
- Maintain an oversight, in close coordination with the IMPACT Country Focal Point and the Consortium Finance Manager, of budget availability and burn-rates for all data collection activities

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- At least 5 years of relevant working experience in humanitarian, development or related settings such as research, evaluation, assessments and programmes;
- Experience managing budgets exceeding GBP 1 million;
- Experience coordinating interagency assessments or monitoring activities;
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Excellent team management skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Past experience in the region is desirable;
- Fluency in English required;
- Ability to operate with Microsoft Word, Excel and Project Management Software;
- Ability to work independently and manage people remotely.

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free food and lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package

HOW TO APPLY

Please send, in English, your cover letter, CV and three references to jobs@impact-initiatives.org

Ref: 18/NGA/AM1

Please indicate the reference in the subject line of your email.

For more information, visit us at <http://www.impact-initiatives.org>